



City of St. Albert  
**CITY COUNCIL POLICY**

Public Presentations

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C13-2001	01 22		C528-2002	10 21
					C531-2005	10 24
					C495-2006	09 25
					C454-2007	08 20

## Policy

Council encourages members of the public to express their views and concerns on City Governance issues to Council. Council believes that the procedures for public input should be fair to all those in attendance at Council meetings. In the interests of providing everyone who wishes to make a presentation with an opportunity to be heard, individuals or groups may speak only once at a regular Council meeting, either during the time allocated for public presentations, delegations or when specific agenda items arise. Except for public hearings or in extenuating circumstances, the Mayor shall not allow a member of the public to speak more than once during the public portion of a Council meeting.

Public Hearings shall be treated as separate forums at a Council meeting. Members of the public may speak at public hearings in addition to their presentations either during the public presentations time or in conjunction with a specific item on Council's agenda.

At special Council meetings, Council is limited to discussing only those matters listed in the call of the meeting, unless all of Council is in attendance and Council permits an item to be added to the agenda. For this reason, no time will be allotted on the agenda for public presentations and members of the public may only speak when a specific agenda item arises. In order to be consistent with regular Council meetings, individuals or groups may speak to only one item except for public hearings or in extenuating circumstances.

Council believes that the public input process should reflect a balance between accessibility to Council and effective use of the meeting time. Presenters will be required to provide a written request for a presentation stating clearly and legibly the matter, any requests of Council, and a complete copy of the presentation material being submitted to Council.

Presenters shall respect the formal nature of Council meetings and abide by the underlying parliamentary principles associated with dignity and decorum in public assemblies. Specifically, presenters shall refrain from making negative references to any individuals or groups, including but not restricted to, members of Council, City administration, civic groups or agencies, or other citizens of St. Albert, and shall use polite and respectful language.

**Legal References:** *Municipal Government Act*

**Cross References:** Bylaw 3/2018, Procedure Bylaw, Section 32; Policy C-CC-11, Public Hearing Process

